

Indent paragraph

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Top right position on page

Capital letters

- FORUM: The Formal Clearing Office
- QUESTION OF: The formal aspects of a resolution
- SPONSOR: The Head of Formal Clearing

THE FORMAL CLEARING OFFICE, Address in capital letters

Preambulatory phrases in italics → *Noting with deep concern* that there are some delegates who do not know how to properly write a resolution, Comma at the end of preamb. clause

Recognizing that most faults are only small, but important ones,

Taking note that reading this resolution carefully and using it as a template contributes to avoiding these typical faults,

First letter in a subordination: lowercased → *Recalling* the resolution is structured in: Colons before subordinations

List any subordinations in preambulatory clauses → - preambulatory clauses to describe the problem of the topic and, Commas at the end of subordinations

- operative clauses to express solutions for it,

Fully aware of the fact that, under normal conditions, the content of a resolution has a more important and meaningful role than it has in this resolution,

Operative clauses are numbered → 1. Notes that writing a resolution can be problematic because delegates might have problems in operating: Colons before enumerations and sub-enumerations

Enumerations in operative clauses: a) Word processing programs, such as: First letter in a sub-enumeration: uncapitalised

- i. the favoured Microsoft Word,
- ii. Open Office,
- iii. WordPad,
- iv. Microsoft Editor,

Sub-enumerations in operative clauses: b) Computers in general; Comma at the end of (sub-) enumerations

- i.
- ii.

Underline operative phrases → 2. Requests that all delegates should get help from the members of the Formal Clearing Office or their Chairpersons if there are difficulties or uncertainties with appropriate resolution writing; Semicolon at the end of operative clause

3. Further recommends all delegates to read through the list of preambulatory and operative phrases that can be used at MUNOL in order to only use the correct ones when writing a resolution;
4. Draws the attention to the fact that every delegate has to use the tabulator key to set the same amount of space between the numbers of the operative phrases and the clauses, as well as to move subordinated phrases or words uniformly to the right;
5. Urges all delegates to use the respective amount of blank lines by pressing the enter key and using:
 - a) Only one blank line between the page's position and the next phrase and between all preambulatory and operative clauses,
 - b) Two blank lines between the resolution head and the address in capital letters,
 - c) No blank lines inside of an unfinished preambulatory or operative clause;
6. Confirms that there has to be a comma at the end of a perambulatory clause and a semicolon at the end of an operative one, with a comma after subordinated phrases in the middle;
7. Calls upon all delegates to use only so much paper as it is necessary by writing in Times New Roman, always in size 12;
8. Declares accordingly that a resolution can only be debated in a forum after the main sponsor received a Paper of Approval by the Approval Panel and the Formal Clearing Office, which is only available for delegates who are writing their resolution in a formally cleared way.

Space between numbers and phrases: press the tab key once

First letter in an enumeration: capitalised

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Full stop at end of resolution